

## **POSITION OPENING**

**POSITION:** Sheriff's Dispatcher, entry wage \$18.94/hour + regular step increases; 37.5 - 40 hours per week, rotating schedule. Progressive wage scale and fringe benefits are included. This job requires availability to work nights, weekends, and holidays.

**CLASSIFICATION:** Full-time, non-exempt employee

**DESCRIPTION:** Sheriff Dispatchers perform a wide variety of communication-related tasks, serving county-wide needs for law enforcement, fire, and emergency medical departments. They receive complaints and requests for service from citizens and public safety personnel, operate varied and complex communication equipment, and monitor the status of active operations. Training is provided for this position.

**QUALIFICATIONS:** Minimum 20 years of age; U.S. citizen; no felony or domestic crime convictions; high school diploma or equivalent. Candidates must be self-motivated and have the ability to work independently of others. In addition to basic office, computer and written skills, an ability to promptly verbally communicate accurate information in stressful situations is essential. Upon employment, completion of an on-the-job training program and related recertification requirements are necessary.

A complete job description is available on the County website at <http://www.co.green.wi.gov> or Sheriff's website at <http://www.greensheriff.com>.

Successful applicants may be required to complete a written test, oral interview, background investigation and medical examination.

**APPLY:** By Monday, June 18 at 8:00 a.m. with a County application. Applications are available on the county's website at [www.co.green.wi.gov](http://www.co.green.wi.gov). Apply to Pam Young at [youngp@greensheriff.com](mailto:youngp@greensheriff.com) or PO Box 473, Monroe, Wisconsin.

If you require any assistance or accommodations, please contact us. An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admissions or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.